

IRMS EXTERNAL ACCESS SECURITY

Effective Date

08/16/2005

Overview

External Entity's must meet specific security requirements prior to obtaining access to IRMS. These security requirements include:

- Ensuring your Office's PCs are secure when accessing IRMS by having anti-virus software and a firewall product installed on PCs and by performing virus updates at least every two weeks
- Authorizing employees in your Office to have access to IRMS
- Notifying TAX to terminate an employee's access to IRMS when necessary

Each External Entity is required to designate a primary Security Administrator and an alternate. The designated Security Administrator must submit Form SAA for the Entity/Office and Form SA-IRMS-E (IRMS access form) to obtain specific user access to IRMS.

In addition, Commissioners and Treasurers must each complete a Memorandum of Understanding (MOU) to identify specific authorization to IRMS data.

Upon receipt of SA-IRMS-E forms, TAX will provide the entities Security Administrator with User IDs and passwords to access IRMS.

If an External User forgets their password or gets locked out of the system due to password violations, the entity's Security Administrator contacts TAX's Help Desk and request TAX to reset the External User's password.

Tasks

[Request System Access, Change or Termination](#)

[Reset an External Representative's Password](#)

[Review an External Representative's Profile Information](#)

[Update Your Personal Password](#)

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